

CONSTITUTION
Compton Dando Community Association [CDCA]

- 1 Name** The name of the association shall be Compton Dando Community Association [CDCA]. Hereafter referred to as “CDCA”.
- 2 Aims**
- 2.1 Encouragement of the social life of the community;
 - 2.2 Improvement of the facilities and amenities of Compton Dando and in doing so will not detract from the rural character of the area;
 - 2.3 Raise monies for the village of Compton Dando;
 - 2.4 Pursuit of the Aims by means of social activities, meetings, lectures, exhibitions, publications, and publicity;
 - 2.5 Support ensuring the future sustainability of the village environment and ecology.
- 3 Membership**
- 3.1 Membership shall be open to all residents of Compton Dando Church (Ecclesiastical) Parish, over the age of 16, in agreement with the aims of the CDCA;
 - 3.2 Membership shall also be open to any other person who supports the aims of the CDCA and whose application is approved by the Committee;
 - 3.3 The CDCA shall be non-sectarian and non-political.
- 4 Officers**
- 4.1 The Officers shall be Chairman, Secretary, and Treasurer;
 - 4.2 Officers shall be elected annually, but are eligible for re-election;
 - 4.3 Nominations for the posts shall be presented to the Secretary by 30th September and will be posted on the Village Noticeboard on the 1st October;
 - 4.4 Nominees must have the backing of 2 residents of Compton Dando;
 - 4.5 Voting to elect the new officers shall take place at the AGM, by a show of hands.
- 5 Committee**
- 5.1 The Committee shall consist of the Officers, and any CDCA members who wish to sit as Committee Members, with a minimum of 7 including the Officers;
 - 5.2 Nominations/volunteers for Committee Members shall be presented at the AGM;
 - 5.3 Committee Members shall be elected annually, but are eligible for re-election;
 - 5.4 Committee Members shall support the aims of the CDCA, attend meetings, and participate actively in CDCA activities;
 - 5.5 Adult members of the Committee shall be responsible for the financial affairs of the CDCA and shall make decisions on its behalf;
 - 5.6 If any Committee Members shall have a vested interest in any matter to be discussed at a Committee meeting then that member shall declare the interest and may be requested not to attend that meeting or the relevant part thereof. The Chairman’s decision in matters of this kind shall be final;
 - 5.7 There will be a place on the committee for up to two members over the age of 16 and under the age of 18 at the date of the AGM at which they are elected;
 - 5.8 The new officers and committee will take office on the first day of the month following the AGM at which they are elected;
 - 5.9 A list of Committee Members shall be posted on the Village Noticeboard each October.
- 6 Finances**
- 6.1 The activities of the CDCA shall be financed by fundraising activities as decided by the Committee, donations, legacies, and the like;
 - 6.2 Out of the CDCA funds the Committee shall pay all proper expenses and shall use the residue as it thinks fit to assist the aims of the CDCA;
 - 6.3 There shall be 3 signatories on the CDCA bank accounts, and 2 signatures are required to draw funds;
 - 6.4 The Financial year of the CDCA shall end on the 30th September each year;
 - 6.5 The CDCA shall rely completely on volunteers who actively support the village and the local environment;
 - 6.6 Monies are to be ring-fenced where they have been raised for a specific initiative (e.g. Fireworks, ZCC) and those ring-fenced funds can only be spent on those initiatives. If the group managing a specific initiative becomes quiescent for a period of five years, and the ring-fenced funds have been lying idle, only then will the CDCA reallocate any remaining funds from that specific initiative to other CDCA activities;
 - 6.7 Each specific initiative is to have clear and transparent selection criteria for allocating funds (owned by the initiative champion in consultation with the CDCA committee). (Note: The CDCA governance role is not the allocation of funds in these

- instances, but to ensure a transparent allocation process is in place).
- 7 Disbursement of Funds**
- 7.1 Agreement on disbursement of funds shall be made at CDCA meetings and in advance of the expenditure;
- 7.2 Monies raised from the annual Village Fete shall be divided equally between the CDCA, St Mary's Church Compton Dando and the Parish Hall Compton Dando;
- 7.3 Sufficient funds shall be ring-fenced at the end of each financial year to cover the next 12 months' known liabilities.
- 8 Meetings**
- 8.1 The CDCA shall meet formally, at least 3 times a year;
- 8.2 More than half of the Committee (Officers and Committee Members), including one officer being present at such meetings shall constitute a quorum;
- 8.3 An AGM will be held in October each year.;
- 8.4 The purpose of the AGM is to receive the annual report and balance sheet, election of Officers and Committee, and consider any other business necessary.
- 9 Voting**
- 9.1 Voting at Meetings shall take place by a show of hands and will be recorded and minuted under the following headings: For, Against, and Abstain;
- 9.2. Motions of a non-financial nature shall be carried by a majority of 2/3rds of those members attending a quorate meeting;
- 9.3 Motions of a financial nature shall be carried by a majority of the committee;
- 9.4 In the case of an equality of votes, the Chairman shall have a second or casting vote;
- 9.5 Decisions needing to be made outside formal meetings may be decided by postal vote (including email) and will be carried by a majority vote of the Committee.
- 10 Proposals**
- With the exception of expenditure covered by Clause 6 above, a funding proposal on behalf of any Group or Project may be submitted to the CDCA provided that it falls within the CDCA Aims.
- Note: the CDCA requires at least 1 month's written notice of a proposal.
- 11 Amendment to the Constitution**
- The Constitution may be amended by a 2/3rd majority of the Membership present at an AGM or at a regular meeting or by postal/electronic election, providing 10 days' notice is given to residents of Compton Dando Church Parish. No authorisation of expenditure of funds shall be contained therein.
- 12 Dissolution**
- In the event of the CDCA being dissolved, any funds or property of the CDCA remaining after satisfaction of all its liabilities shall be divided equally between St Mary's Church Compton Dando and the Compton Dando Parish Hall, if these institutions are current, or put at the disposal of an organisation having aims similar to the aims of the CDCA. Full accounts for such action to be made public.